INDIANA COMMISSION for HIGHER EDUCATION

2013 USER MANUAL

Core 40 with Honors Internet UPdate System (CHIPS)

Version I
January 4, 2013

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I. INTRODUCTION

The Frank O'Bannon Award is a need-based financial aid program administered by the Indiana Commission for Higher Education, Division of Student Financial Aid (SFA). Graduates who demonstrate financial need and earn an Academic or Technical Honors diploma are eligible to receive an incentive increase to their Frank O'Bannon award.

CHIPS (**C**ore 40 with **H**onors **I**nternet U**P**date **S**ystem) is a web-based application developed to facilitate the reporting of eligible Academic or Technical Honors graduates to SFA. Graduates not reported through CHIPS may not receive the full financial aid award for which they are eligible.

CHIPS stores all data on a secure server requiring a user ID and password for access. All data is encrypted to ensure maximum privacy, confidentiality and security. Stored data is held in the highest confidence and regularly backed-up.

DEADLINES

In order for a student to be considered for state financial aid (including the Frank O'Bannon award program) for the 2013-2014 academic year, the student must file the 2013-2014 FAFSA by the **March 10, 2013** receipt date deadline (any edits or issues have to then be corrected by **May 15, 2013**).

The initial deadline to enter students into CHIPS is **February 28, 2013**. Reporting by this date helps the state make projections regarding the number of students who may be eligible to receive the incentive increase for the upcoming academic year. Many students may not have filed the FAFSA by this initial reporting date. Therefore, it will be difficult to analyze the result codes for every student during this initial reporting. (See View and Analyze the Data for further details about result codes.) It is important to review the reported CHIPS data throughout the spring to enable matches between CHIPS and the FAFSA data and to update any changes in diploma status for students previously reported. The deadline for FINAL reporting is **June 14, 2013**.

Deadline	Date
Initial CHIPS Reporting	February 28, 2013
Final CHIPS Updates	June 14, 2013

II. DATA OVERVIEW

Prior to entering data into CHIPS, please review the following information.

TERMS AND CONDITIONS (USER AGREEMENT)

SFA trust that only authorized high school staff will have access to CHIPS data entry and review. The User Agreement must be reviewed by high school personnel and remains in effect until SFA revises or revokes it. All staff working with CHIPS must abide by the principals set forth in the User Agreement. Before logging into CHIPS, each user must read and agree to the terms of the Agreement before proceeding to the next step.

VERIFICATION FORM

The Verification Form has been updated for the 2013 CHIPS reporting cycle and is available online at http://www.in.gov/ssaci/2366.htm. The form may be printed and copied. It is to be used to obtain the needed data for CHIPS reporting and permission from parents to make the data available to SFA. Do not send the Verification Form to SFA. It should be kept in accordance with the high school's record keeping requirements.

Some students and parents might be reluctant to disclose social security numbers. If a parent or student does not wish to provide this information, they may decline to do so. However, it is important to note that if the student is not reported via CHIPS, he or she will not be able to receive the incentive increase to his or her Frank O'Bannon award.

DATA ACCURACY

Entering the correct Social Security Number, first and last name and date of birth for each student is extremely important. These data elements are matched against those reported by the student on the Free Application for Federal Student Aid (FAFSA), which is matched against Social Security Administration records. If there is no match, the student cannot be awarded the incentive increase to the Frank O'Bannon award.

DATA ENTRY

CHIPS provides two options to enter student data: 1) manual entry of one student at a time or 2) an upload of a previously prepared and appropriately formatted text file. Each student's record can be added only once. However, multiple files may be uploaded to add new students to the system each time.

ELIGIBLE STUDENTS

Only those students who are U.S. citizens or eligible non-citizens with a social security number should be reported via CHIPS. (For more information regarding non-citizen eligibility, please visit http://www.fafsa.ed.gov/help/fotw15a.htm.) While other students should not be reported to SFA, they still may be eligible to earn the Academic or Technical Honors diploma through the Indiana Department of Education. Please contact IDOE with any questions about diploma eligibility.

REQUIRED DATA FIELDS

SOCIAL SECURITY NUMBER (SSN)
The student's SSN must be entered as nine digits without dashes or other punctuation (e.g., 123456789). Any other data entry will result in an error, which will be displayed on screen. The SSN must be properly entered in order to proceed with data entry or updates. The SSN must be the same as that indicated on the student's Social Security card.

LAST NAME
The student's last name must be entered as it appears on his or her Social Security card. If you are not able to verify the name on the student's card, enter the last name as it will appear on the student's diploma or as it appears on the student's FAFSA. Do not use suffixes, such as "Jr" or "II," unless you are sure the suffix is listed on the FAFSA. Also, avoid using apostrophes or other punctuation ("O'Brien" or "Taylor-Smith") unless you are sure the student's name includes this punctuation on the FAFSA.

FIRST NAME
The student's first name must be entered as it is listed on his or her Social Security card. If you are not able to verify the name on the student's card, enter the first name as it will appear on the student's diploma or as it appears on the student's FAFSA. Avoid abbreviations and nicknames such as "Chris" for "Christopher" or "Missy" for "Melissa."

DATE OF BIRTH (DOB)
The student's date of birth must be entered as eight characters with slashes. For example, if a student's date of birth is January 7, 1994, it must be entered as 01/07/1994. The format must be mm/dd/ccyy, where "mm" must be a valid month, 01 to 12; "dd" a valid day of the month, 01 to 31; and "ccyy" a valid year. The DOB is reviewed to ensure it is valid and reasonable. For example, "2006" is not a reasonable birth year for a high school senior. (If you do have a graduating student with an unusual birth year, please contact SFA to have the system manually updated.) Errors are reported in red text and must be fixed before CHIPS will accept the date.

DIPLOMA TYPE
Only those students who are on track to earn an Academic or Technical Honors diploma should be reported through CHIPS. When uploading a student's data, please select between the AH and TH options. Students earning a regular Core 40 diploma should NOT be reported through CHIPS.

When updating a students' record, a third option is available: "Neither." This option should be used to update the record for a student previously entered into CHIPS who has failed to earn the Academic or Technical Honors diploma previously indicated.

III. ACCESS CHIPS

For security reasons, CHIPS is reset each year. The information used to access CHIPS in 2012 will not work in 2013.

For those users who provided confirmation of their contact information, an email containing the User ID and instructions for obtaining a password was sent.

If you did not provide confirmation of your contact information prior to this date or did not receive the introductory email, please contact SFA at ahdc40@sfa.che.in.gov.

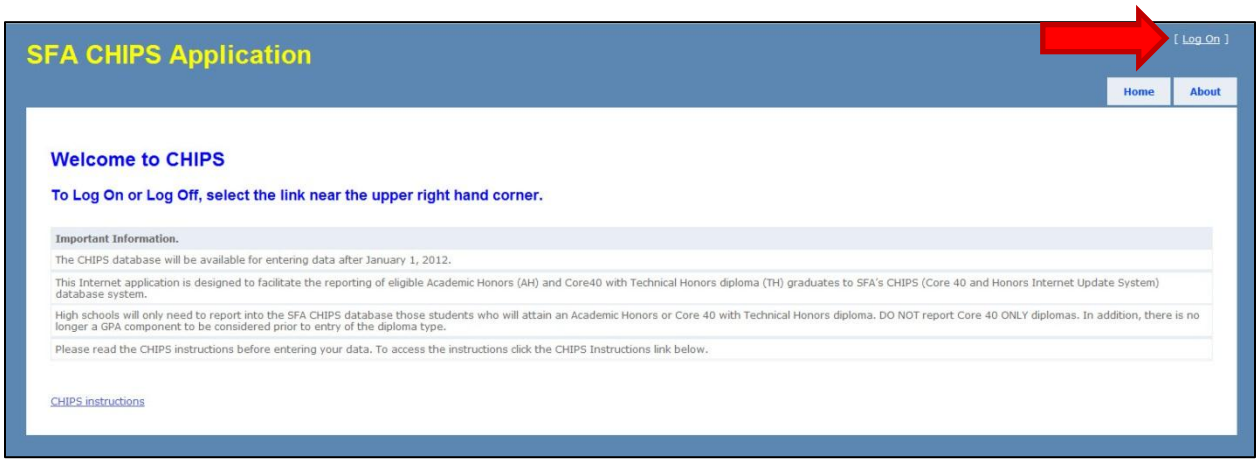
GETTING STARTED

CHIPS requires the user's internet browser to be Microsoft's Internet Explorer. At minimum, users will need to use Internet Explorer Version 6.0 or later.

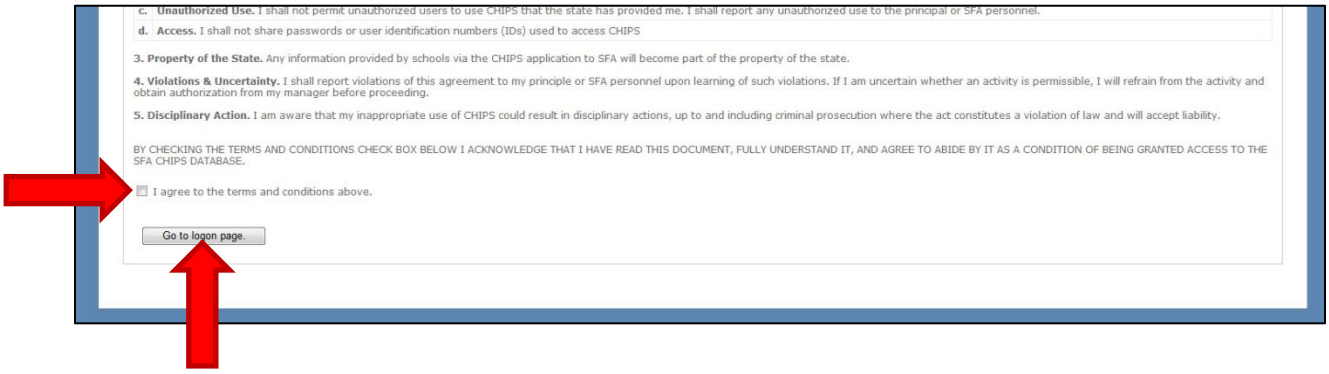
CHIPS may be accessed by direct link: https://studentaid.ssaci.in.gov/CHIPS/ or through SFA's homepage: http://www.in.gov/ssaci/index.htm. If you choose to access CHIPS through the homepage, select **High Schools – CHIPS** from the menu on the left-hand side of the page.

After selecting the link from the left-hand menu, click on the **CHIPS Data Input** link to access the data reporting site.

The homepage is the first displayed. Click on the "Log On" link in the upper right hand corner to process to the Terms and Conditions (User Agreement) page.



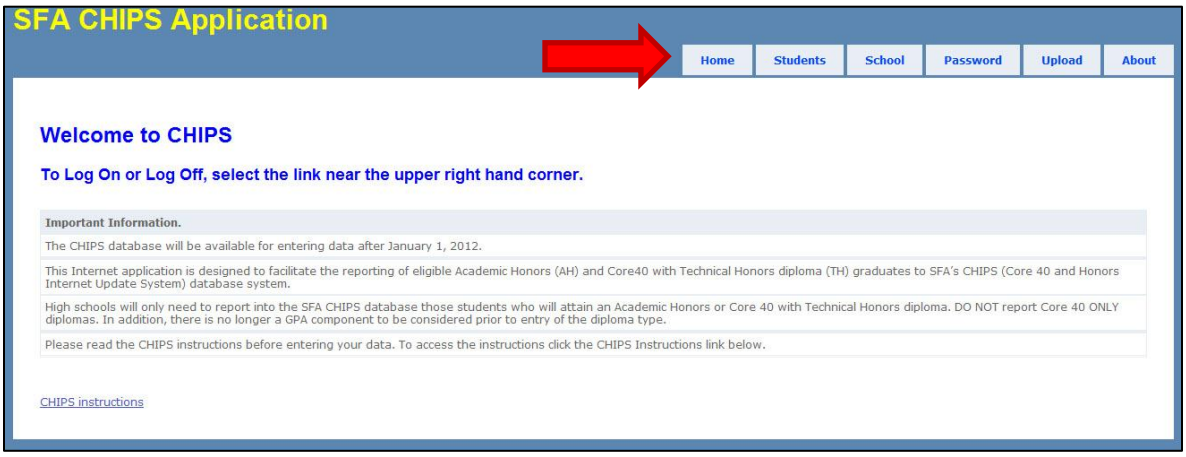
After reading the terms and conditions carefully, check the "I agree…" box and click the "Go to logon page" button to continue.



LOG IN

From the log in page, you will be asked to supply your User ID and Password. (Both the User ID and Password are case sensitive.) For those users who provided confirmation of their contact information, the User ID was provided via email. You will need to create a password to log in to CHIPS for the first time. (The create password function also may be used anytime you forget your password.) Click the "Log In" button after entering your User ID and password to proceed.

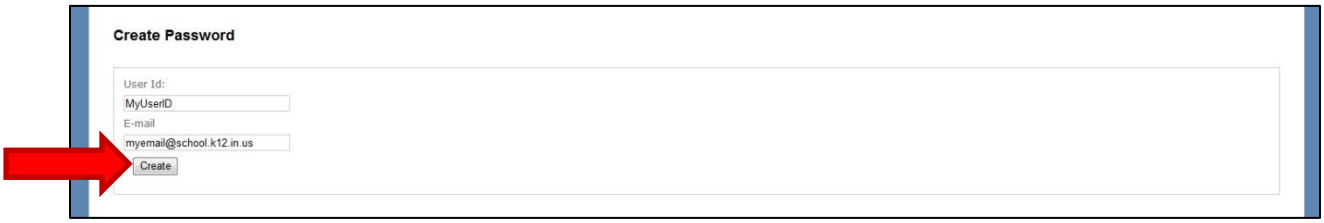
Once you have successfully logged in to CHIPS, you will see a home screen that is similar to the original homepage but with more options. These links may be used to navigate throughout CHIPS.



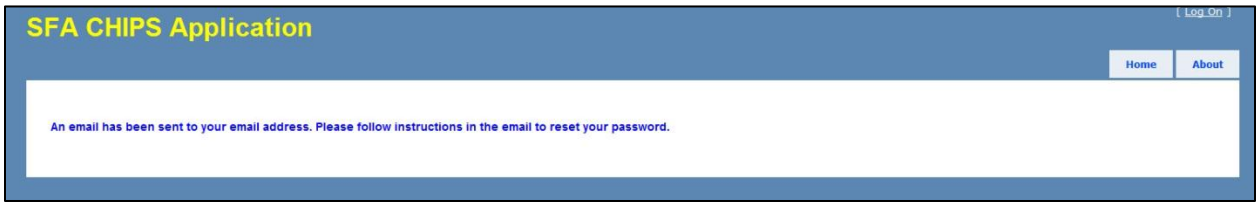
CREATE PASSWORD

If you are logging in for the first time or have forgotten your password, you may create a new password by clicking the "Create Password" link. New passwords are required to be a minimum of 10 characters in length.

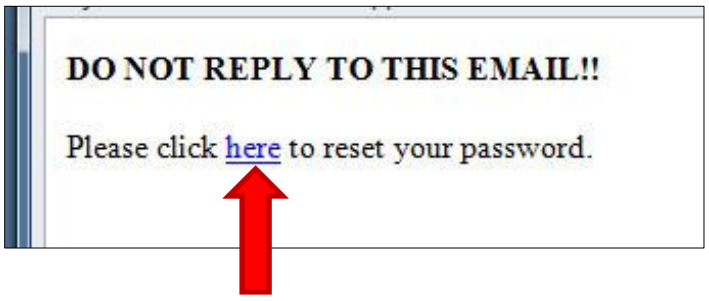
On the "Create Password" screen, enter your User ID and your email address. You must use the email address to which your User ID was sent. Click the "Create" button to proceed.



A confirmation will display informing you that instructions for creating a password have been sent to your email address.

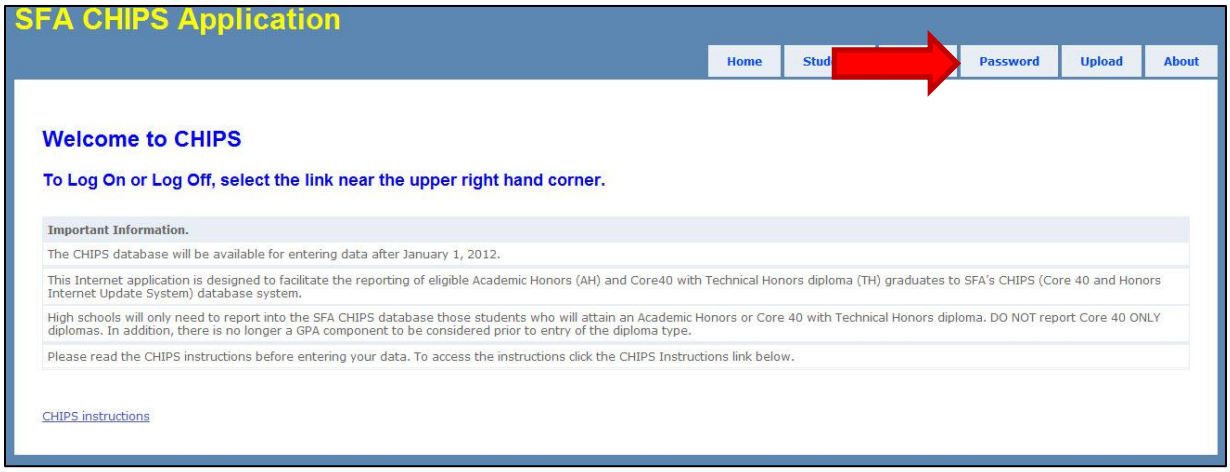


Click on the link provided in the email and follow the steps to create a password.



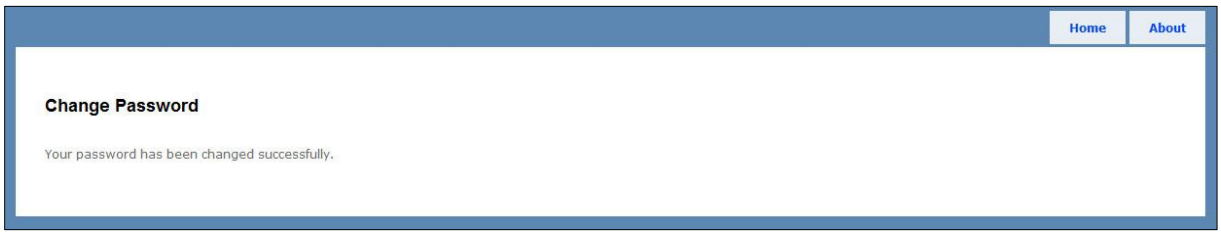
CHANGE PASSWORD

Once you have successfully logged in to CHIPS, you may change your password at any time. Select the "Password" tab.



Provide your current and new password. Click the "Change Password" button to proceed.

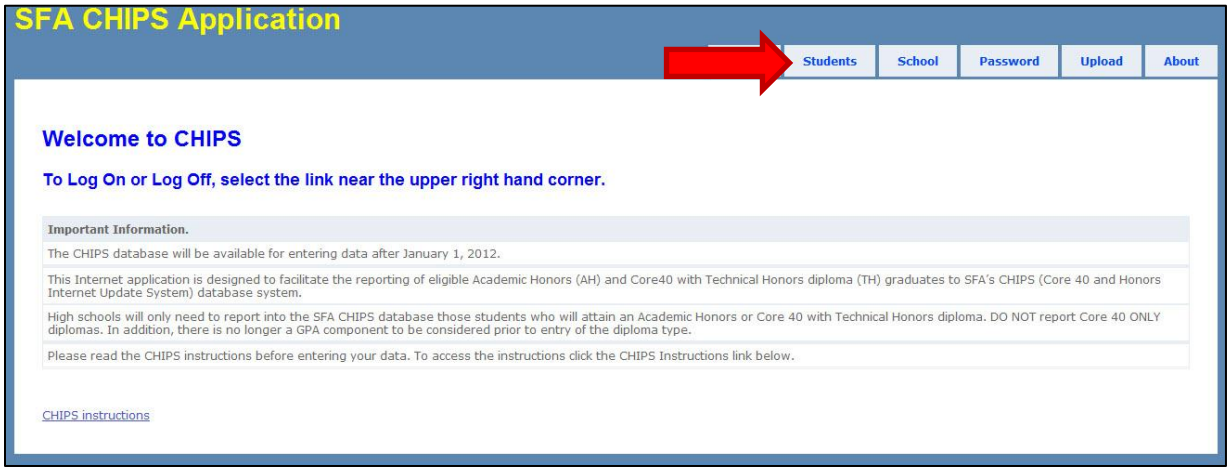
A confirmation message will display to indicate when your password has been successfully changed.



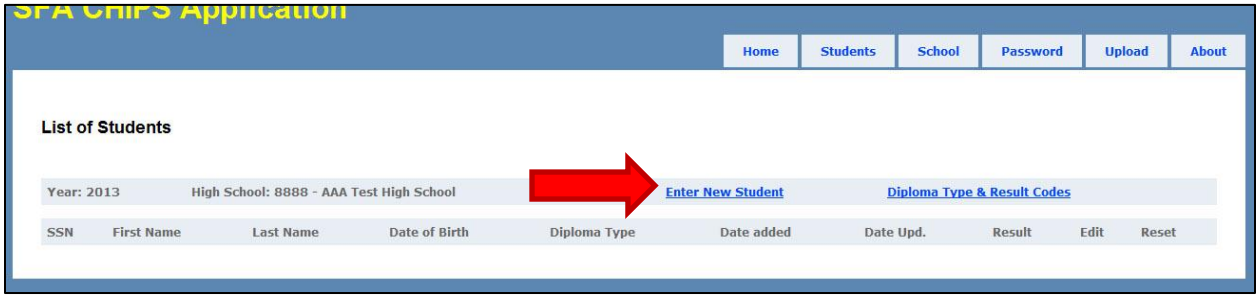
IV. DATA ENTRY

MANUAL ENTRY OF STUDENT DATA

Select the "Students" tab to access the list of student records.

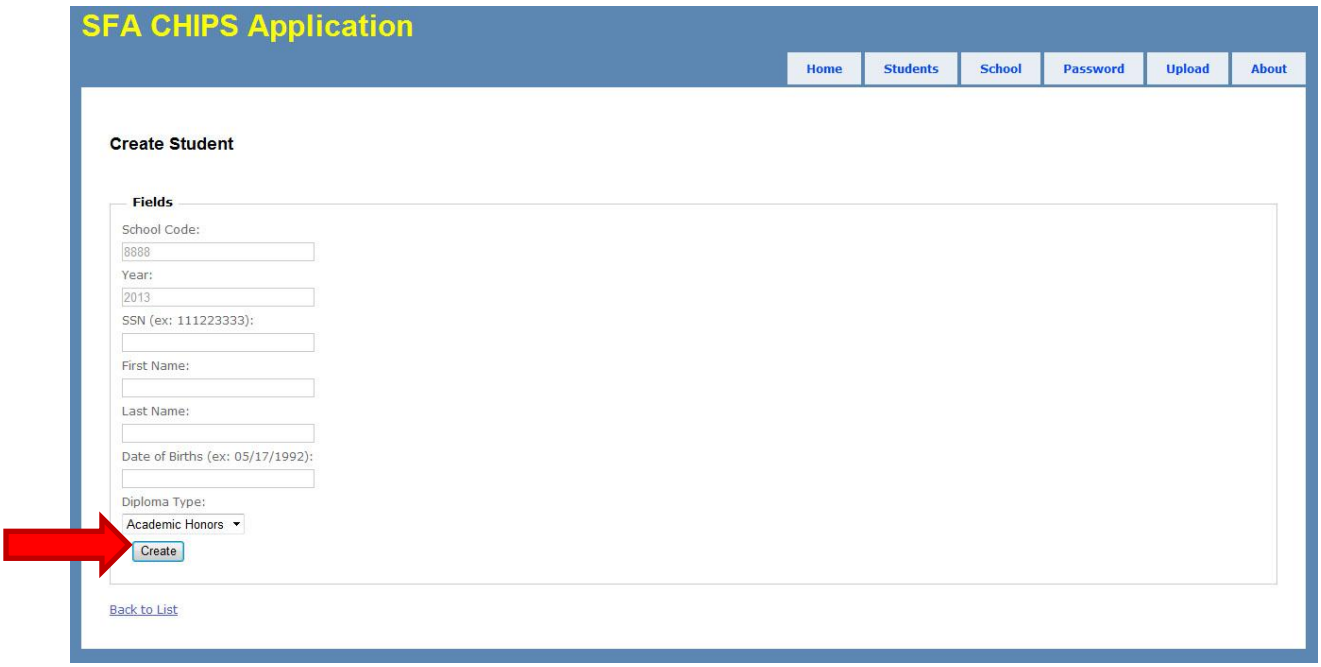


Click the "Enter New Student" link.



Enter the student's Social Security Number, first name, last name and date of birth. Select either "Academic Honors" or "Technical Honors" from the drop down menu. The system assumes the school code based on your log in designation and automatically populates the year.

Click the "Create" button to enter the student in to the database.



UPLOAD ENTRY OF STUDENT DATA

Note: The upload option may only be used to add new records. If changes or corrections are needed, please follow the steps outlined under Edit a Student Record.

APPROPRIATELY FORMAT THE FILE
The file must be a text file saved in either "tab delimited" or "comma delimited" format. The file may be prepared from an application such as Microsoft Excel and then saved using the "Save As" function in the appropriate format. The file also may be created directly in a simple text editor such as Windows Notepad.

A student record consists of five required data fields: Social Security Number, Last Name, First Name, Date of Birth and Diploma Type. The required fields must be in this order. Each data field must conform to the rules for that data field (see Required Data Fields for details). **Do not use a header record when formatting a file.**

Each data field must be separated by a TAB (ASCII decimal value 009) or a comma (ASCII decimal value 044). Each record must end with a CR character ("carriage return," ASCII decimal value 013) and LF character ("line feed," ASCII decimal value 010) in that order. Computer applications that use a "print" statement to create text records will automatically put <CR><LF> at the end of each record. The "Save As" function of Excel and hitting the Enter key in Windows Notepad also will automatically populate these characters. Either the TAB or comma delimited format must be used consistently throughout the data set. If correct, the uploaded data will be available immediately. An error message will display for each incorrect record in the dataset.

Examples of valid records include:

(comma delimited)

123456789, Smith, John, 01/01/1994, AH
987654321, Berry, Holly, 11/14/1995, TH

-OR-

(tab delimited)

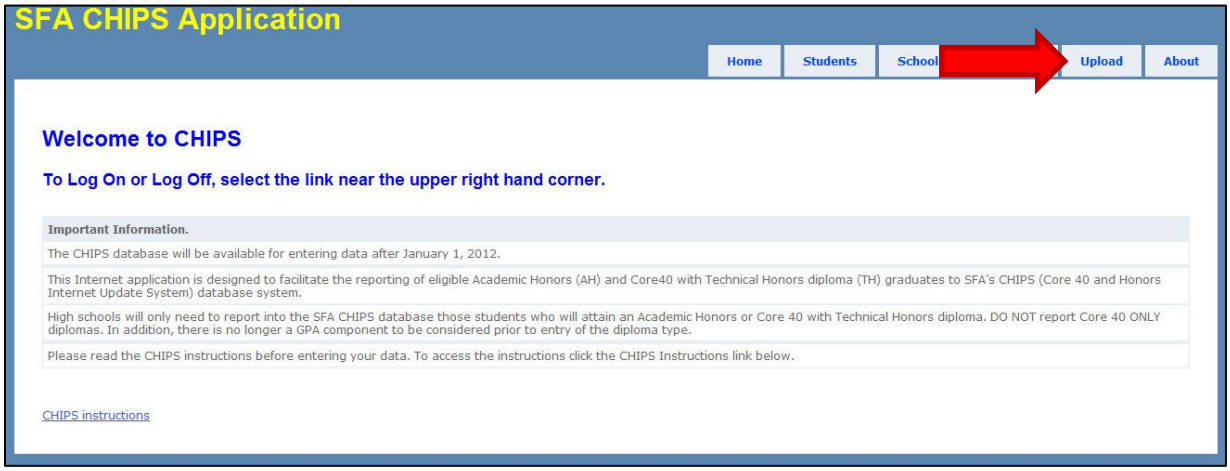
123456789<TAB>Smith<TAB>John<TAB>01/01/1994<TAB>AH
987654321<TAB>Berry<TAB>Holly<TAB>11/14/1995<TAB>TH

<TAB> = the tab character inserted by your computer

The name of the file does not matter.

UPLOAD A DATA FILE

Select the "Upload" tab to access the upload tool. [You may access the upload function from any page within CHIPS.]



Click the "Browse" button to locate the appropriate file on your computer.

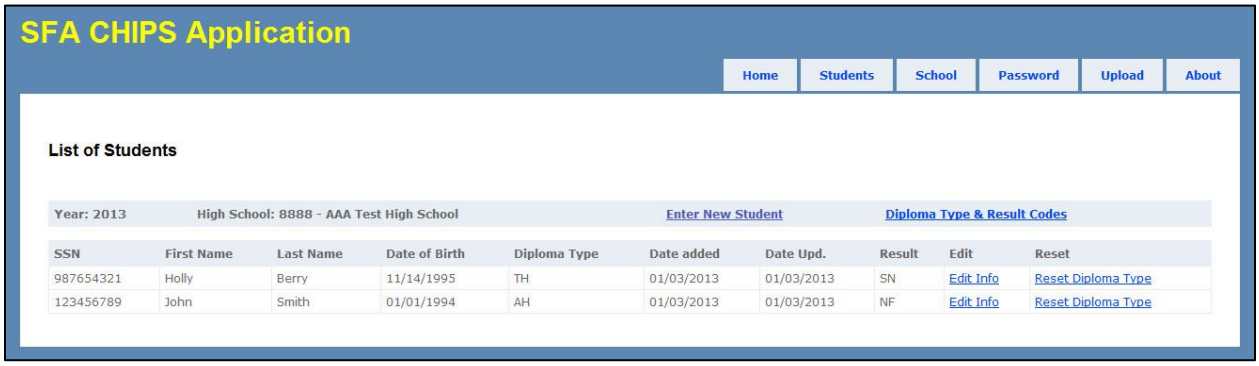
Once you have selected the appropriate file from your computer, the file will appear in the window next to the "Browse" button.

Click “Submit” to upload the file.

Each student may only be entered once into CHIPS. Therefore, if the text file contains a Social Security Number that already exists in the database, you will receive an error message. To make changes to an existing student’s record, follow the steps outlined under Edit a Student Record. Similar error codes will be displayed if the data elements are not formatted correctly.

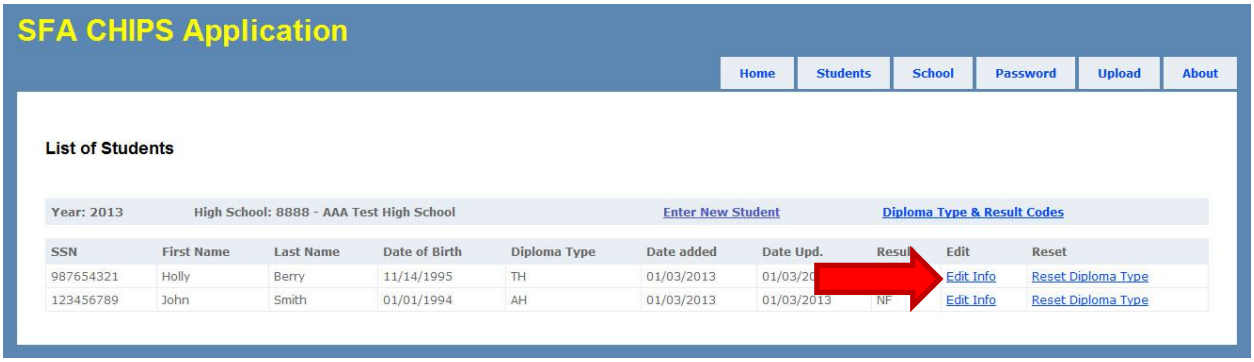
To view the records that were successfully uploaded into CHIPS, click the “Back to Student List” link.

Review the student list to ensure all students from your text file uploaded properly. If you notice an issue, you may edit a student's record, manually enter a student's data or upload another previously prepared and appropriately formatted text file.



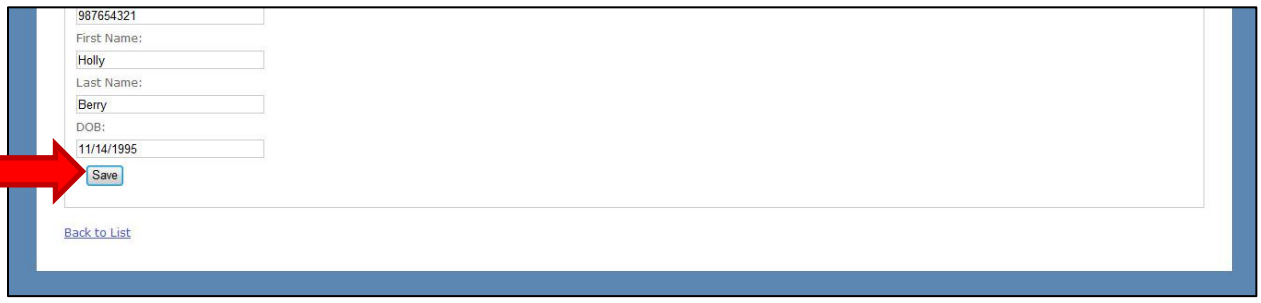
EDIT A STUDENT RECORD

To edit a student record once it has been added to CHIPS, click the "Edit Info" link towards the end of that student's record.

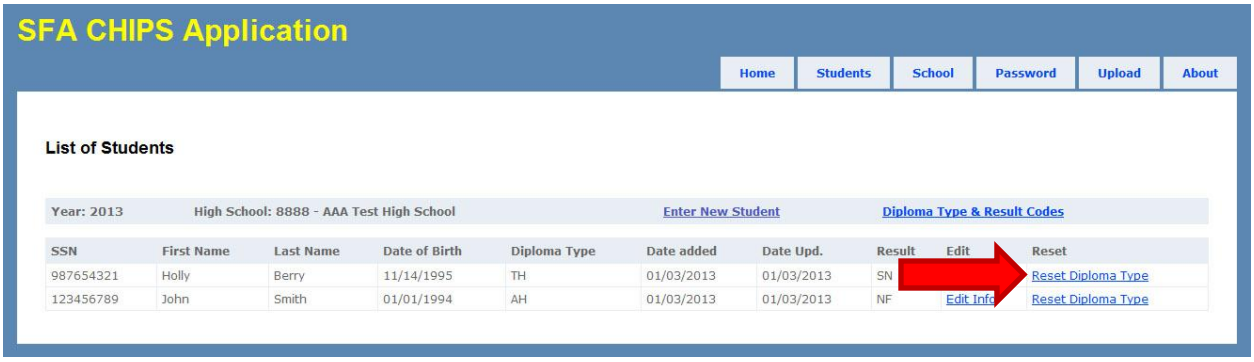


The following screen will display.

You may update the student's social security number, first and last names and date of birth. Once all updated have been made to the record, click the "Save" button to return to the student list.



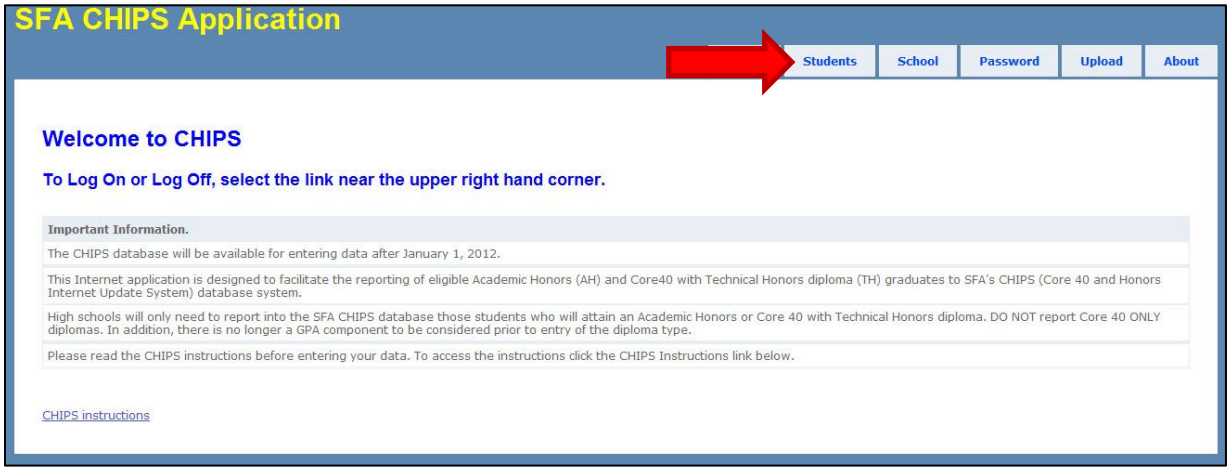
If a student's diploma type status has changed since initially entered into CHIPS, you may change the diploma type by clicking on the "Reset Diploma Type" link at the end of that student's record.



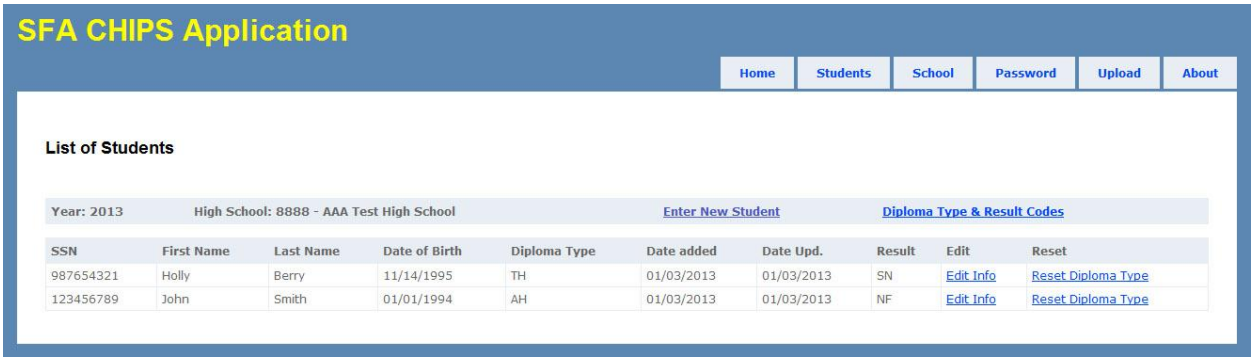
From this screen, you will have the option to select Academic Honors, Technical Honors or Neither. The Neither option should be used to update the record for a student previously entered into CHIPS who has failed to earn the Academic or Technical Honors diploma previously indicated.

V. VIEW AND ANALYZE THE DATA

To view the list of students' data records, select the "Students" tab.



The required data fields (SSN, First Name, Last Name, Date of Birth and Diploma Type) for each student will be displayed. If you notice an issue with a student's record, please follow the steps outlined under Edit a Student Record.



RESULT

The result column in an indicator of whether the data entered into CHIPS matches the FAFSA data on file with SFA.

It is **CRITICAL** that this information matches. If there is no match, the student cannot be awarded the incentive increase to his or her Frank O'Bannon award.

Below is a list of the possible result codes and their meanings:

SN *The information in CHIPS has been entered incorrectly or the student has not filed a FAFSA.*

NF *No FAFSA exists for the current year. There is no marriage of information from the current year FAFSA with what was reported in CHIPS. Therefore, the eligibility for the incentive increase cannot be determined.*

NM *The last name in CHIPS does not match that reported on the FAFSA.*

DN *Neither the date of birth or the last name reported in CHIPS match the FAFSA data. The SSN could be incorrect.*

DB *The date of birth in CHIPS does not match that reported on the FAFSA.*

OK *Program data in CHIPS and FAFSA data are cohesive.*

Because the initial deadline to report students is before the March 10, 2013 FAFSA filing deadline, you find that many of your students have the SN code. This is completely normal.

However to ensure that each eligible student receives his or her incentive increase, you may need to take action to enable a "match" and achieve the "OK" result code following the March 10, 2013 deadline. As such June 14, 2013 is the deadline for FINAL updates to the CHIPS data.

If you need assistance in resolving the code, please contact SFA at ahdc40@sfa.che.in.gov. Do NOT email a student's full social security number.